

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 15, 2006

MEMORANDUM**WHAT'S INSIDE:**

Revision of Team Members included in recommendations for out-of-home placement.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: PARTICIPANTS TO BE INCLUDED WHEN DETERMINING NEED FOR OUT-OF-HOME PLACEMENT

DISCUSSION:

The purpose of this memorandum is to introduce revised policy and procedures regarding the decision-making process and required participants when recommending out-of-home placements. Policy revision will meet requirements in the [Council of Accreditation \(COA\) G8.5.06](#) standard for the accreditation process.

As an organization that is authorized to make decisions or recommendations for persons that may result, or have already resulted, in separation from their family, Children's Division staff should ensure that a licensed professional with an advanced degree in social work, or in another comparable human services profession with two years of related clinical experience, is part of the decision-making process. This includes staff with a Masters in Social Work (MSW) and/or a Licensed Clinical Social Worker (LCSW) should be consulted with and/or included in the Family Support Team (FST) when recommending an out-of-home placements.

Staff may consider including their Children's Service Specialist in the decision-making process when appropriate. Participants involved in the decision-making process should be clearly identified and documented in the case record pursuant to CS1 instruction in place.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. Review revised *Child Welfare Manual* chapter as indicated.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Veronica E. Stovall 573-522-5060 Veronica.E.Stovall@dss.mo.gov	PROGRAM MANAGER: Kathryn Sapp 573-522-5062 Kathryn.Sapp@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 4 Chapter 1.1.1 Referral Source for Out-of-Home Placement	
RELATED STATUTE: HB-1453 Section 210.145.11 and Section 210.762.1	
ADMINISTRATIVE RULES: N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS: G8.5.06	
PROGRAM IMPROVEMENT PLAN (PIP): N/A	
SACWIS REQUIREMENTS: N/A	

PN/VES